



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Adopt a resolution authorizing the City of Lodi to participate in an office supplies contract through the U S Communities Government Purchasing Alliance (FIN)

MEETING DATE: July 7, 2004

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council adopt a resolution authorizing the City to participate in a competitively-awarded contract made by the County of Los Angeles (and offered to local agencies nationwide by the U S Communities Government Purchasing Alliance) for purchase of office supplies from Office Depot's Business Services Division.

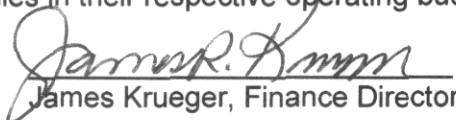
BACKGROUND INFORMATION: In July, 1992, the City Council adopted Resolution 92-119 authorizing the City to participate in an office supplies purchase agreement between the County of San Joaquin and Eastman, Inc. (now Office Depot). The County allowed that contract to expire on June 30, 2004.

However, Office Depot continues to provide substantial discounts on office supplies to cities and counties throughout the country under a competitively-awarded contract with Los Angeles County, and made available to public agencies by U S Communities (www.uscommunities.org). The contract award was based on a Request for Proposals issued by L A County, and its subsequent evaluation of each proposer's list of products, distribution capabilities, customer service, and pricing.

Prior to the expiration of their agreement with Office Depot, San Joaquin County contracted with Boise Office Products for purchase of office supplies beginning on July 1, 2004. Separately, the City of Lodi has access to Boise's volume pricing through a contract previously awarded by the State of California (ref: Resolution 2002-93). In an effort to determine the best option for the City of Lodi, staff will review the San Joaquin County / Boise contract, and if the City would benefit from that agreement, staff will recommend adoption of a resolution authorizing participation in the County's agreement with Boise Office Products.

Meanwhile, staff expects to use both the Office Depot (County of Los Angeles) and Boise (State of California) contracts, buying selected items from each agreement where it is prudent to do so. Both companies offer on-line ordering, next-day delivery, comprehensive reporting of order activity, and summary billing.

FUNDING: None required to implement; individual departments budget for office supplies in their respective operating budgets.


James Krueger, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: 
H. Dixon Flynn, City Manager

RESOLUTION NO. 2004-134

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING
PARTICIPATION IN AN OFFICE SUPPLIES CONTRACT THROUGH
THE U. S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE
FOR PURCHASE OF OFFICE SUPPLIES FROM OFFICE DEPOT'S
BUSINESS SERVICES DIVISION

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WHEREAS, in July 1992, the City Council adopted Resolution 92-119 authorizing the City to participate in an office supplies purchase agreement between the County of San Joaquin and Eastman, Inc. (now Office Depot). The County allowed that contract to expire on June 30, 2004; and

WHEREAS, Office Depot continues to provide substantial discounts on office supplies to cities and counties throughout the country under a competitively-awarded contract with Los Angeles County and made available to public agencies by U. S. Communities. The contract award was based on a Request for Proposals issued by L.A. County, and its subsequent evaluation of each proposer's list of products, distribution capabilities, customer service, and pricing; and

WHEREAS, prior to the expiration of their agreement with Office Depot, San Joaquin County contracted with Boise Office Products for purchase of office supplies beginning on July 1, 2004. Separately, the City of Lodi has access to Boise's volume pricing through a contract previously awarded by the State of California. In an effort to determine the best option for the City of Lodi, staff will review the San Joaquin County / Boise contract and if the City would benefit from that agreement, staff will recommend adoption of a resolution authorizing participation in the County's agreement with Boise Office Products; and

WHEREAS, meanwhile, staff expects to use both the Office Depot (County of Los Angeles) and Boise (State of California) contracts, buying selected items from each agreement where it is prudent to do so. Both companies offer on-line ordering, next-day delivery, comprehensive reporting of order activity, and summary billing.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City of Lodi to participate in a competitively-awarded contract made by the County of Los Angeles (and offered to local agencies nationwide by the U. S. Communities Government Purchasing Alliance) for purchase of office supplies from Office Depot's Business Services Division.

Dated: July 7, 2004

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I hereby certify that Resolution No. 2004-134 was passed and adopted by the Lodi City Council in a regular meeting held July 7, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Howard, Land, and Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Hitchcock

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk